



AMERICORPS

Corporation for
NATIONAL &
COMMUNITY
SERVICE

<<NAME OF PROGRAM>>

<<Position Title>>

Position Description

<<PARAGRAPH PROVIDING GENERAL PROGRAM OVERVIEW>>

The Iowa Department of Public Health AmeriCorps Mentoring Program is a new statewide initiative through the Division of Behavioral Health, Bureau of Substance Abuse. This program focuses on building capacity and sustainability in youth serving mentoring programs and enhance impact related to substance abuse prevention. Members will be placed at mentoring programs statewide to help strengthen the areas of building community partnerships, mentor/mentee recruitment, mentor/mentee or parent training, curriculum development and sustainability planning.

<<PARAGRAPH PROVIDING OVERVIEW OF ANY SPECIFIC COMPONENT OF PROGRAM RELEVANT TO POSITION>>

<<PROGRAM NAME>> will engage <<NUMBER>> AmeriCorps members to serve between <<DATES>> at <<LOCATION>>. <<Include here a general statement of the role and value of AmeriCorps in the program, if AmeriCorps member will be expected to attend required trainings, participate in other service activities, etc.>>

AmeriCorps is a National Service Program committed to meeting the needs of our communities.

Eligibility

To comply with AmeriCorps guidelines and partnership goals, all applicants must meet the following basic eligibility requirements:

- Be at least 17 years of age at the commencement of service.
- Have a high school diploma or its equivalent (or be in the process of obtaining one). College coursework, college degree, or equivalent experience preferred.
- Be a U.S. Citizen, national, or lawful permanent resident alien of the United States
- Successful completion and clearance of required background checks (including: 1) a nationwide National Sex Offender check; 2) a Statewide Criminal History check; and 3) a fingerprint-based FBI check)
- Ability to serve approximately X-X hours per week for XX weeks from November 1, 2016 – October 31, 2017 with the anticipated service schedule weekdays between 8 a.m. and 5 p.m. Occasional nights and weekends, as required for host site needs. No service on holidays is anticipated. Members should serve from an agency office. Serving while at home is not allowed. Vacation time, sick time and holidays are not counted toward the hours needed to complete the term.
- Ability to start on November 1, 2016 to participate in mandatory trainings.

Attitude and General Responsibilities

<<List general responsibilities, such as>>:

- Accept responsibility for . . .

- Consult with your supervisor if you have any ideas, issues, or concerns, offering analysis and solutions whenever possible.
- Practice sound health habits, including getting sufficient rest, to effectively perform the position requirements.
- Respects confidentiality of involved persons, staff, and AmeriCorps members.
- Reports any accidents, illness, or safety concerns to the appropriate person/s.
- Provide data necessary for monthly reports as required by the host site/Iowa Department of Public Health within the timeframes provided.
- Will have recurring access to vulnerable populations, and as such, must pass the three-part National Service Criminal History background check requirements.
- Submit time sheets in IowaGrants.gov within 3 days of the close of the timekeeping period. Report any problems, issues or concerns to your site supervisor with your time sheet or the timekeeping system as soon as possible.
- Must not participate in Prohibited Activities and report to the program director any requests to perform any requests listed under the nonduplication/nondisplacement activities as identified in the 2016 Terms and Conditions for AmeriCorps State and National Grants as stated in Appendix A.

Program leadership

<<For example>>:

- Provide ideas for, plan and lead . . .
- Make connections with individuals and volunteers in the community for program outreach and program enhancement.
- Assist AmeriCorps members and staff in programming and activities that are during times you are available.
- Train and assist volunteers (You should state what you're training and assisting volunteers to do – it cannot be general).

Program-specific duties

- <<List out primary duties and service activities that must be completed. Try to keep the list to 5 – 8 items.>>
- AmeriCorps members will assist each program in the strengthening of a Sustainability Plan with support and guidance from IDPH via trainings, meetings and templates.
- AmeriCorps members will recruit at least 10-20 new mentors per host site.
- AmeriCorps members will create and facilitate 3 trainings per host-site focused on substance abuse prevention education to at least 60 participants.
- Do NOT list “administrative duties” or “duties as assigned”—this is not allowed by the program

- Do not list fundraising

Citizenship training and responsibilities

<<For example>>

- Participate in AmeriCorps training and events as required and requested by the <<state commission>>.
- Participate in and complete AmeriCorps online citizenship training.
- Participate in community service activities.
- Program training
- <<List required training such as>>:
- Participate in orientation training covering Prohibited Activities and unallowable activities.
- Participate in IDPH AmeriCorps Citizenship, Disaster Response, Communication, Volunteer Management, Life After AmeriCorps, Substance Abuse Prevention Skills Training (SAPST), and Sustainability Planning training
- Participate in <<specific training you provide such as first aid, reading tutoring, etc.>>

Service schedule: AmeriCorps <<job title>> are expected to serve <<# of total service hours approximately #of hours each week>> and participate <<list additional activities, events, weekends and other commitments members will be required to attend, such as program and citizenship training, program service and community service.

Skill requirements: Essential functions include the ability to:

- <<List out required skills. Include any physical requirements.>>
- Be organized, self-motivated, reliable, and dependable
- Demonstrate the ability to serve with other people in order to get something done
- Strong oral and written communication skills
- Express interest in using their talents to serve the greater good
- Comfortably speak, read and write English
- Ability to demonstrate basic computer skills, including navigation of online resources and e-mail
- Reliable transportation to reach Host site

Program benefits: AmeriCorps members will be provided:

AmeriCorps members will receive a living allowance of XX (Full-time: \$12,530/ Half-time: \$6,634/ Quarter-time: \$3,317.50). Once enrolled, if members have existing qualified student loans, those may be eligible for forbearance while serving. Additionally, full-time members may be eligible to receive a health care coverage and childcare assistance through AmeriCorps.

After successfully completing an AmeriCorps term of service, members are eligible to receive an AmeriCorps Education Award of **XX (FT: \$5,775/HT: \$2,887.50; QT: \$1,527.78)**. The Education Award may be used to repay qualified student loans or to pay education costs at qualified institutions of higher education and training programs.

**Contingent upon funding from AmeriCorps and successful completion of service as described in the Member Service Agreement*

I have read the above AmeriCorps <<position description>> and understand my responsibilities.

Signature: _____

Date: _____

Print name: _____

Site Supervisor Name: _____

Site Supervisor Signature: _____

Date: _____

Appendix A

Prohibited Activities (45 CFR §§ 2520.65, § 2520.40, § 2520.45)

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR §§ 2520.65, § 2520.40, § 2520.45) :

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h. Providing a direct benefit to—
 - i. A business organized for profit;
 - ii. A labor union;
 - iii. A partisan political organization;
 - iv. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;
 - v. An organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation may prohibit including:
 - i. Raising funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
 - ii. Writing a grant application to the Corporation or to any other Federal agency.
 - iii. An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

The grantee must ensure that it does not exceed the limitation on member service hours spent in education and training set forth in 45 CFR § 2520.50.

AmeriCorps members may raise resources directly in support of your program's service activities. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

- (1) Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
- (2) Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
- (3) Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
- (4) Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
- (5) Seeking donations from alumni of the program for specific service projects being performed by current members.

Nonduplication/Nondisplacement (45 CFR §§ 2540.100)

(e) *Nonduplication.* Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

(f) *Nondisplacement.* 45 CFR §§ 2540.100 (1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.

(2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.

(3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

(4) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

(5) A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that— (i) Will supplant the hiring of employed workers; or (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

(6) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any— (i) Presently employed worker; (ii) Employee who recently resigned or was discharged; (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or (v) Employee who is on strike or who is being locked out.